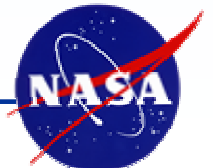


# Management Information Meeting

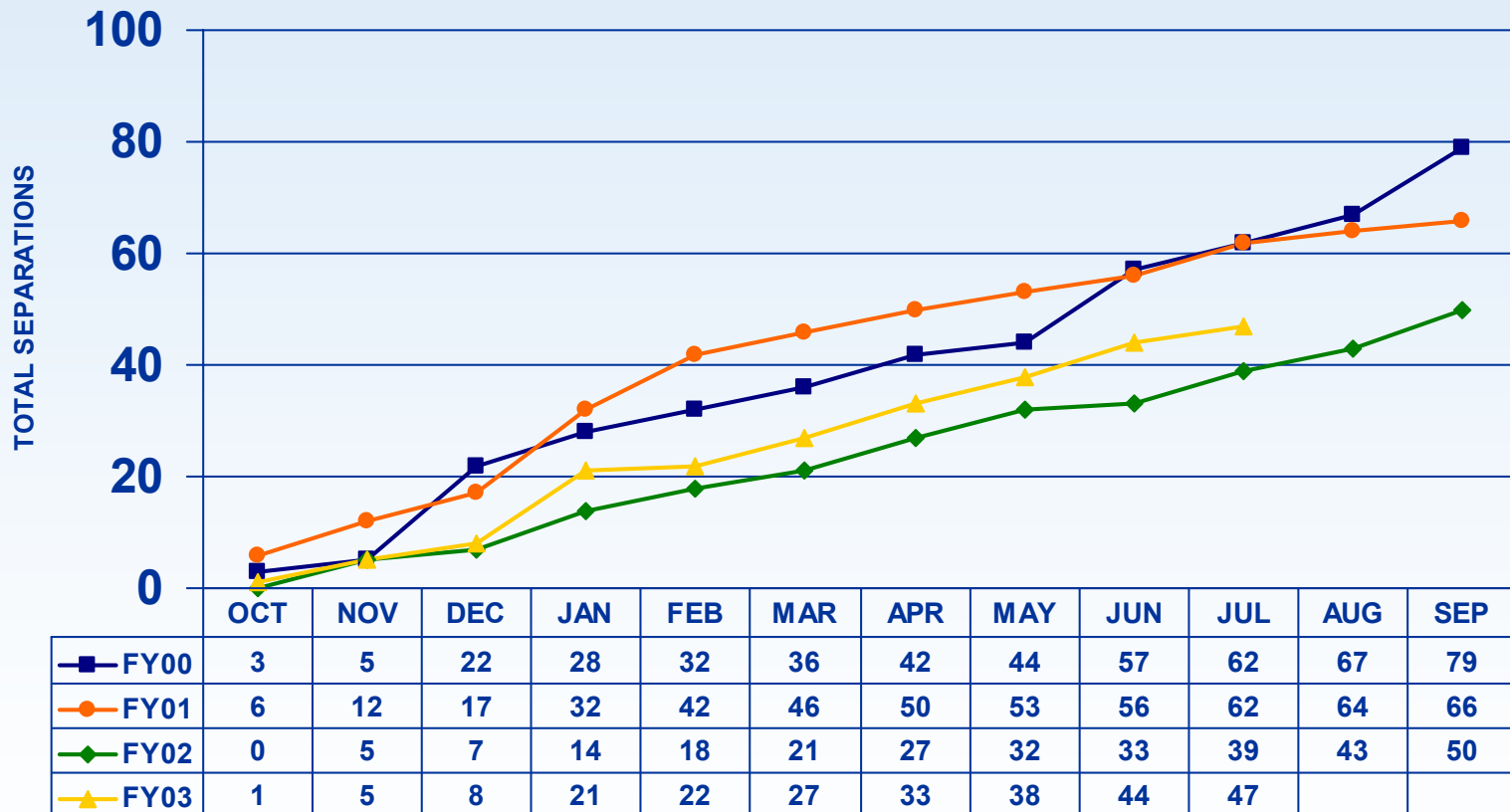
July 18 2003

Glenn Research Center

Office of Human Resources and Workforce Planning at Lewis Field



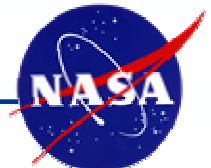
## CUMULATIVE SEPARATIONS FY00-03



FY03 Projected Separations – 47

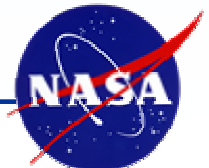
Glenn Research Center

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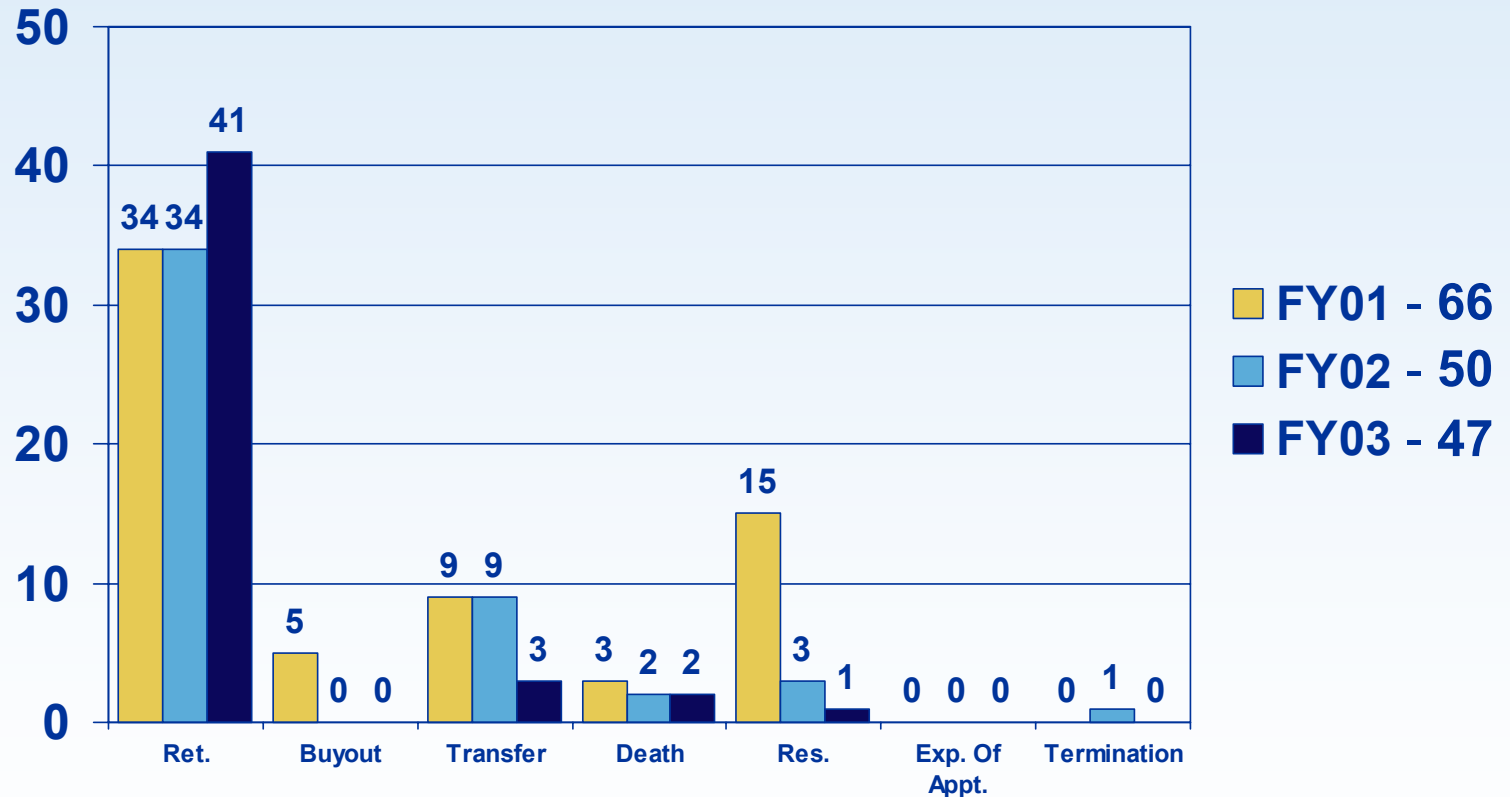


## Center Loss Picture FY03 (as of 07/08/03)

	Minority		Nonminority		
Reasons	Male	Female	Male	Female	Total
Retirement	3		32	6	41
Buyout Retirement					
Termination					
Transfer		2	1		3
Death	1		1		2
Resignation:					
Change of Employer			1		1
Personal					
Total Losses	4	2	35	6	47



## CENTER LOSS PICTURE FY01-FY03 (as of 07/08/03)

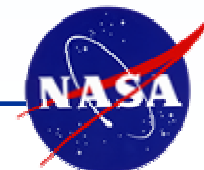


# Glenn Research Center FY03 FTPs

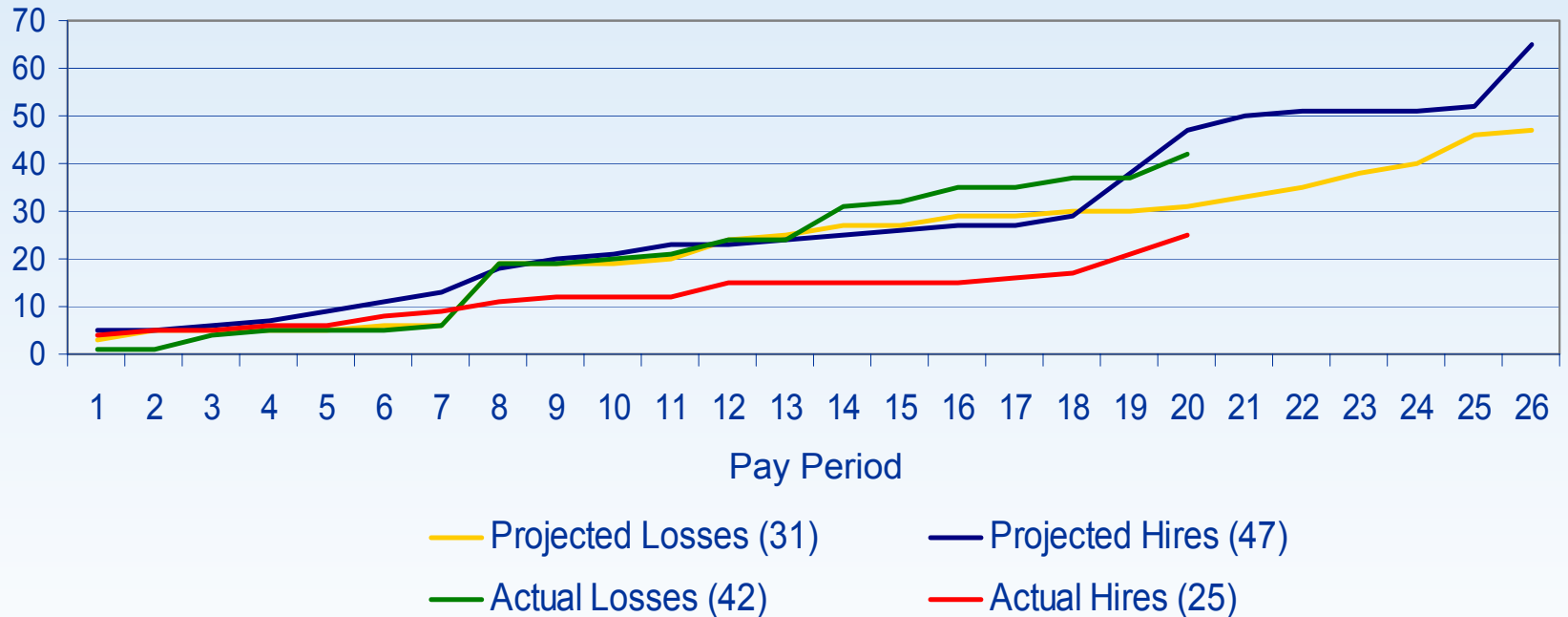


Glenn Research Center

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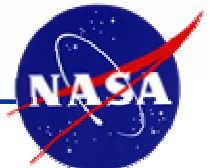


# Glenn Research Center FY03 FTP Losses and Hires

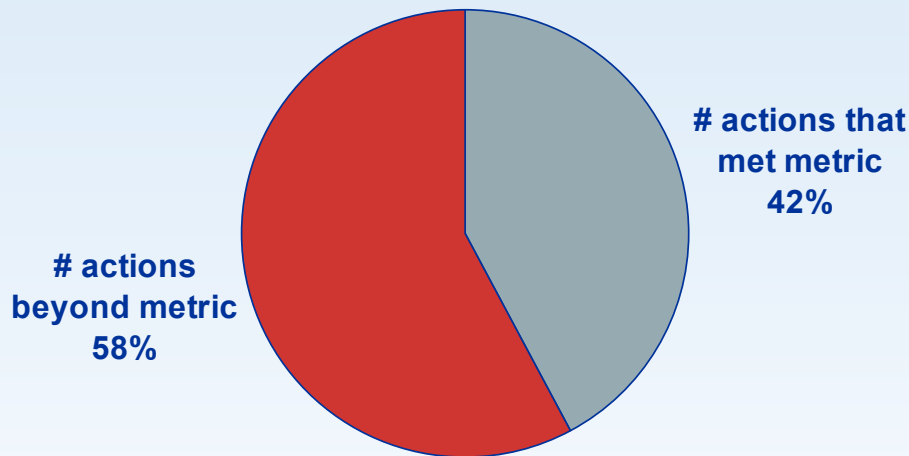


Glenn Research Center

Office of Human Resources and Workforce Planning at Lewis Field

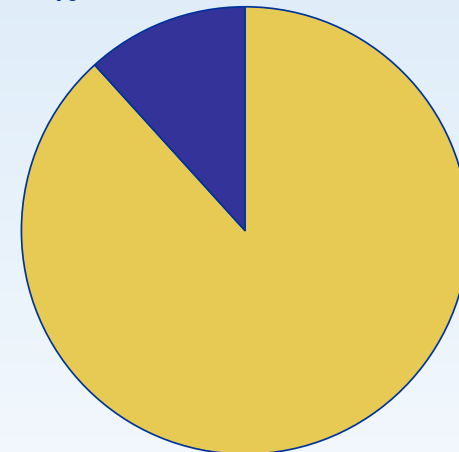


## FY03 2nd Quarter Staffing Metrics (03/31/03 – 06/30/03)



<b>Certificates Prepared</b>	38
Met Metric	16
Exceeded 29 Days	22
Avg. Number of Days - 37	

# actions  
beyond metric  
12%



<b>Selections Made</b>	23
Met Metric	20
Exceeded 29 Days	3
Avg. Number of Days - 18	

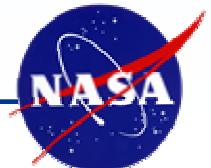
# actions that met metric  
88%

**Metric** = HR Specialists - 29 Days From Staffing Receipt of SF-52 to Issuance of Certificate to Selecting Official  
Managers – 29 Days from Issuance of Certificate to make a selection

**Goal** = 80 Percent of Actions Within Metric

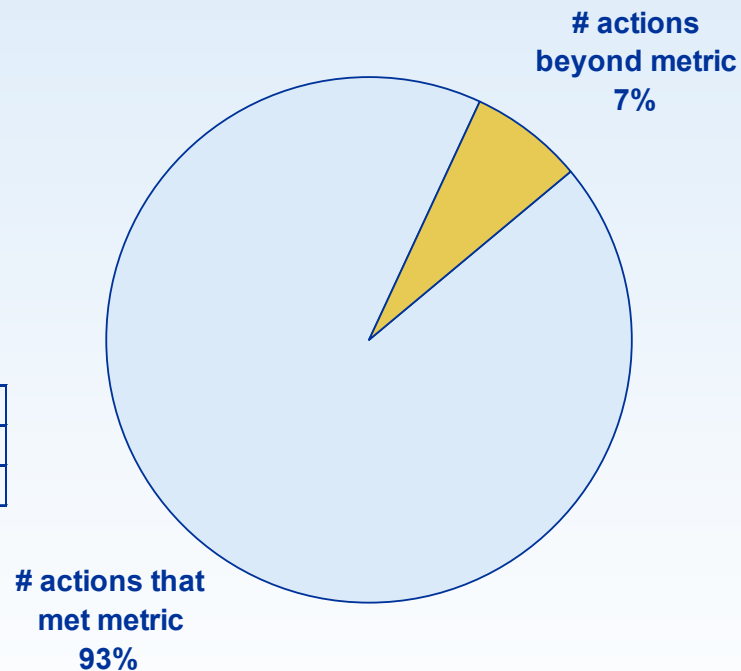
# Glenn Research Center

Office of Human Resources and Workforce Planning at Lewis Field



## FY03 2nd Quarter Classification Metrics (03/31/03 – 06/30/03)

Actions That Met Metric	41
Action Beyond Metric	3
Avg. # of days to classify position	14

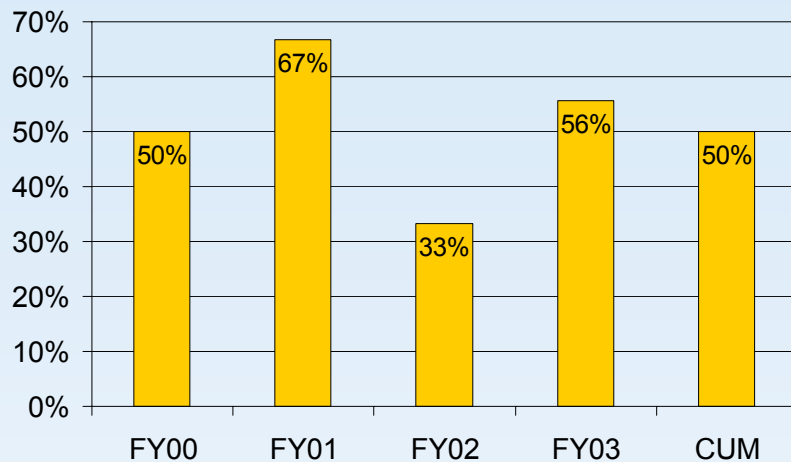


**Metric** = 30 Days From Receipt of Complete Package to Classify Position

**Goal** = 80 Percent of Actions Within Metric



### Historical % Conversion of Eligible Co-ops

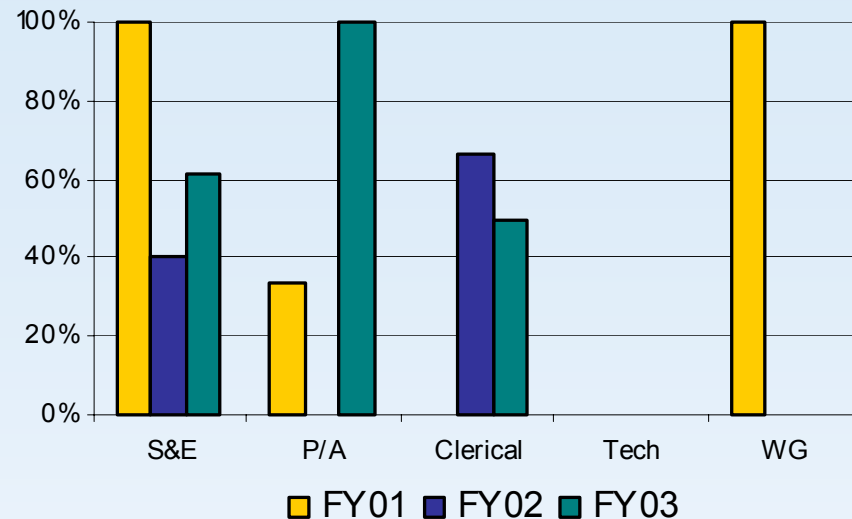


	FY00	FY01	FY02	FY03	CUM
# Conversions	3	4	4	10	21
# Eligible	6	6	12	18	42
% Converted	50%	67%	33%	56%	50%

### Ethnicity of Co-op Conversions

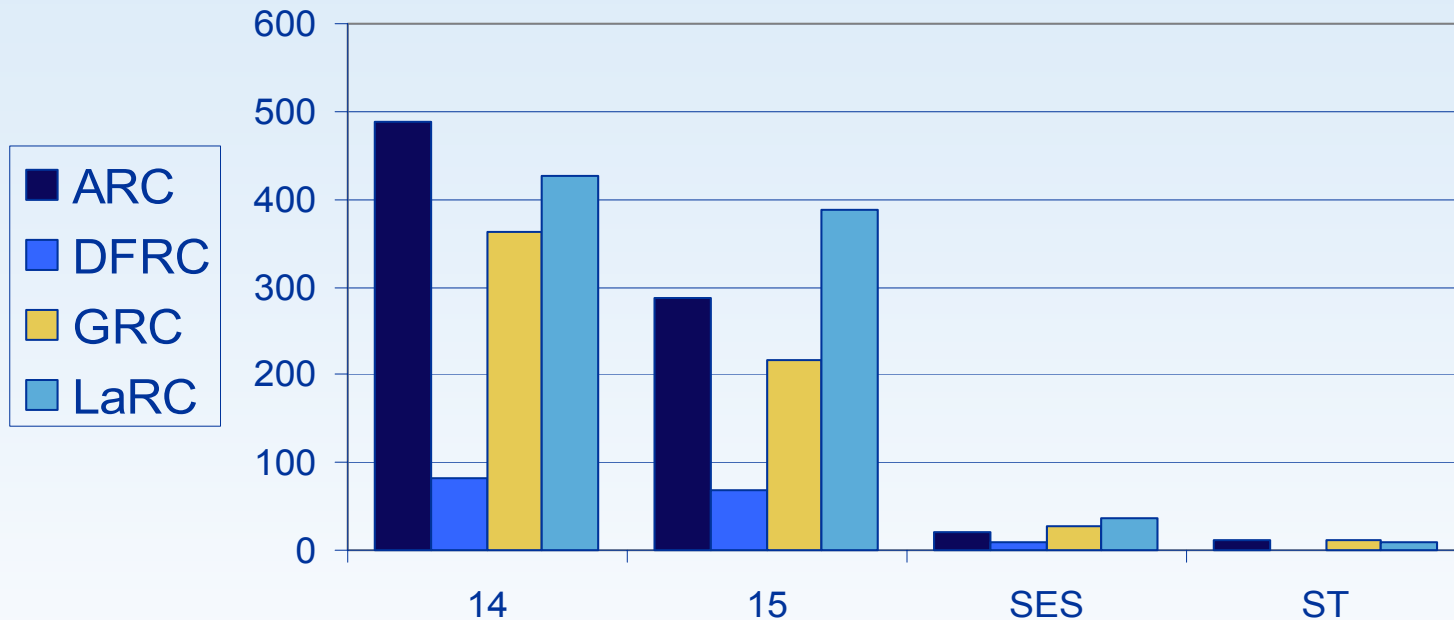
	African American		Asian		Hispanic		Non-minority		Total
	M	F	M	F	M	F	M	F	
FY00	1						1	1	3
FY01					1		2	1	4
FY02						1	2	1	4
FY03		1	1		1		3	4	10
TOTAL	1	1	1	0	2	1	8	7	21

### Co-op Conversions by NCC



FY01	S&E	P/A	Clerical	Tech	WG
# Eligible	2	3			1
# Converted	2	1			1
% Converted	100%	33%			100%
FY02	S&E	P/A	Clerical	Tech	WG
# Eligible	5	1	3	3	
# Converted	2	0	2	0	
% Converted	40%	0%	67%	0%	
FY03	S&E	P/A	Clerical	Tech	WG
# Eligible	13	1	2		2
# Converted	8	1	1		0
% Converted	62%	100%	50%		0%

## High-Grade Positions - FTP As of 06/28/03

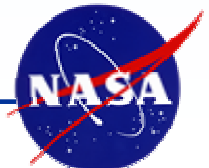


	All Grades	14 & Above	14		15		SES		ST	
ARC	1,389	807	488	35%	288	21%	20	1%	11	0.79%
DFRC	545	160	81	15%	69	13%	10	2%	0	0.00%
GRC	1,820	618	363	20%	216	12%	27	1%	12	0.66%
LaRC	2,279	861	427	19%	388	17%	36	2%	10	0.44%

## Office of Worker's Compensation Programs (OWCP)

Fiscal Year – July 1 to June 30

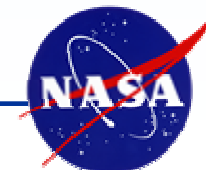
	Apr, May, June 2003	July 1, 2002 to June 30, 2003 Total	July 1, 2001 to June 30, 2002
New Claims	6	19	10
Full Days COP	90	106	76
- Partial Days	9	76	17
COP Costs	\$12,594.49	\$25,619.94	\$13,056.70



# Leave and Telecommuting Programs

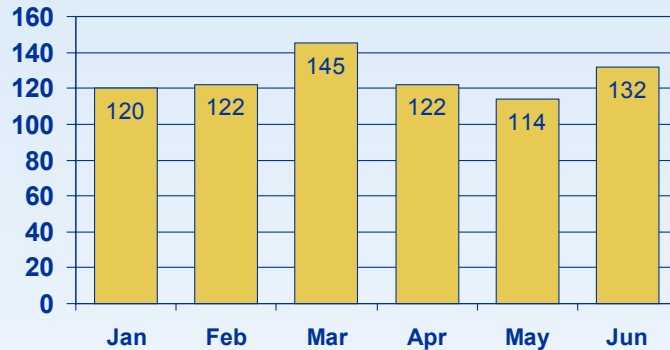
Leave Requests Processed (FY03 3rd Quarter)	
Advanced Sick Leave	8
(Same Period Last Year)	5
Leave Transfer Requests	1
(Same Period Last Year)	4

Telecommuting Requests (FY03 3rd Quarter)	
Ongoing	3
(Same Period Last Year)	1
Temporary	7
(Same Period Last Year)	2
As Needed	20
(Same Period Last Year)	12

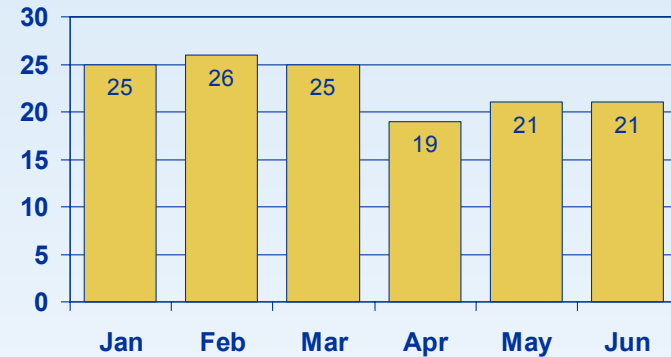


# Medical Services

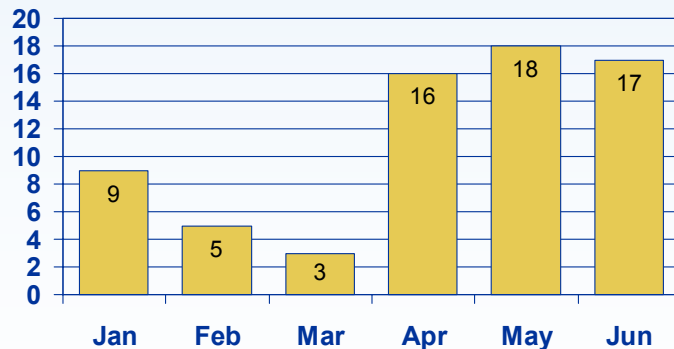
**Personal Illness/Injury (New)**



**Occupational Illness/Injury**



**No Shows / <24-Hour Cancellations  
(at a cost of approx. \$100/)**



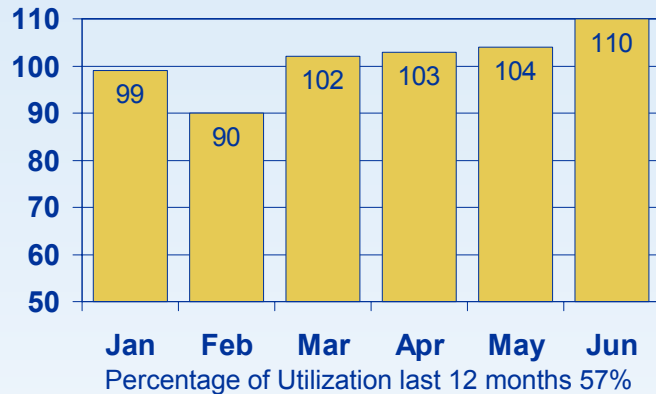
YTD (01/01/03 to 06/31/03) – 51

**No Shows/<24-Hour  
Cancellations for June 2003  
by Org. - 17**

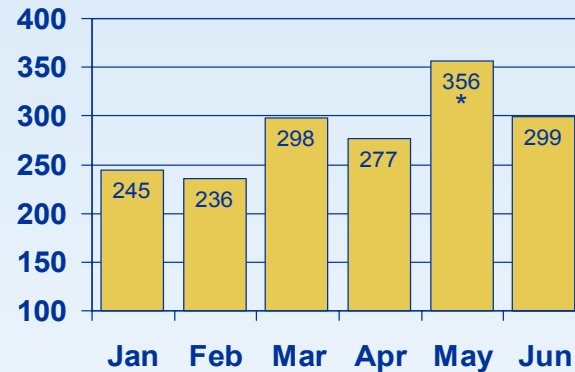
Org.	No Shows/ <24-hour Cancellation	Org.	No Shows/ <24-hour Cancellation
0200	2	6000	1
0600	1	7000	6
5000	5	9000	2

# Medical Services

## Health Screening Exams

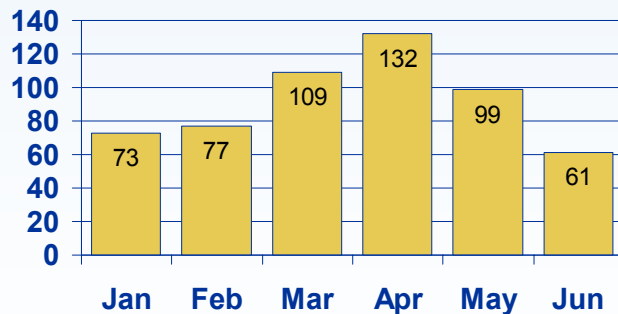


## Blood Pressure Tests

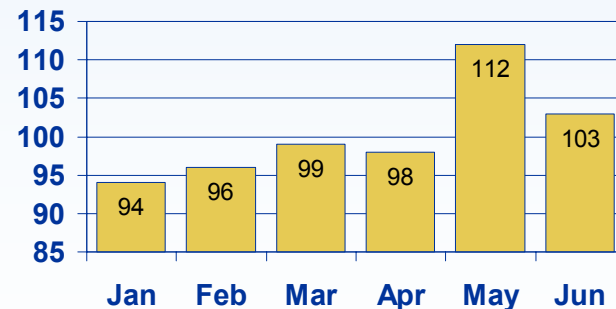


\* Includes 78 checked during annual "Step-Out" Program

## Medical Surveillance Testing (FAA Flight Physicals, Surveillance Programs)



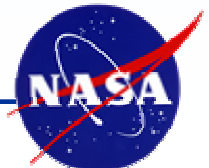
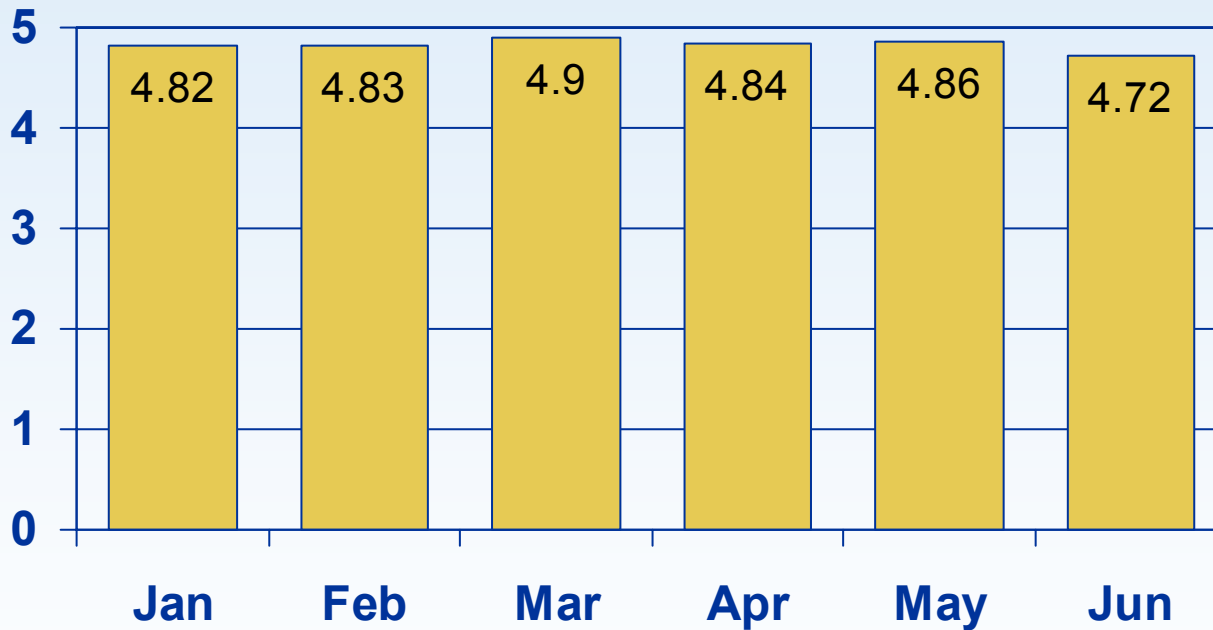
## Abnormal Labs/Early Detection



Includes Testing for:  
High Cholesterol -  
PAP Tests  
Sigmoidoscopy  
PSA  
Glucose  
Liver Function  
Stress

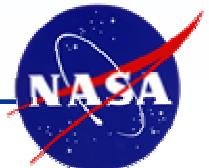
# Medical Services

## Overall Rating



## Time-Off Awards

Org.	Number of Awards	Number of Hours
0100	9	80
0200	15	216
0400	5	66
0600	8	72
2000	11	120
5000	50	584
6000	12	128
7000	130	1,666
8000	13	120
9000	15	140
Total	268	3,192



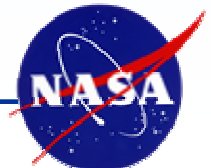


# FY03 Directorate Awards Budgets (GAA, SAA, PA, & Fast Cash Awards) As of 07/07/03

Dir.	Allocated Amount	Used	Number Processed	Balance
0100	\$43,906	\$2,809	4	\$41,097
0200	\$120,219	\$84,185	47	\$36,034
0400	\$31,875			\$31,875
0600	\$69,688	\$11,626	26	\$58,062
2000	\$67,656	\$24,525	35	\$43,131
5000	\$391,719	\$337,375	355	\$54,344
6000	\$182,656	\$45,077	72	\$137,579
7000	\$635,156	\$399,320	517	\$235,836
8000	\$60,313	\$51,736	52	\$8,577
9000	\$32,813	\$18,255	23	\$14,558

**Glenn Research Center**

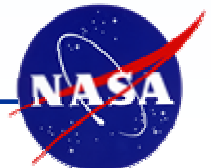
**Office of Human Resources and Workforce Planning at Lewis Field**



## **Employee Suggestion Program**

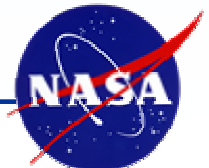
### **Pending Suggestions (By Evaluating Organization)**

<b>Evaluating Organization</b>	<b>Suggestion Number</b>	<b>Date Due</b>
0170	04002003061901-0	07/14/2003
0620	04002003032801-0	05/19/2003
0620	04002003061201-0	07/02/2003
7100	04002003041001-0	05/12/2003
7100	04002003061001-0	05/12/2003
7340	04002003040201-0	04/22/2003
8500	04002003062601-0	07/23/2003
9000	04002003060601-0	06/26/2003
9200	04002003022001-1	03/27/2003
0170	04002003060603-0	06/26/2003



# Employee Suggestion Program

- Suggestion Awards FY03 (as of 06/30/03) - \$5,050
  - Tangible Savings - \$68,612
  - Number of Eligible Employees – 1,763
  - Number of Supervisors - 169
  - Suggestions Submitted 04/01/03 – 06/30/03 - 18
    - Submitted by Supervisors - 1
    - Submitted by Nonsupervisors - 17
  - Percentage of Participation – 1%
  - Percentage of Supervisor Participation – 0.6%



# Employee Suggestion Program

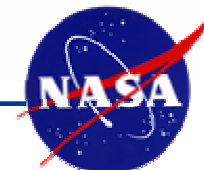
## Directorate/Staff Office Suggestions FY03 (As of 06/30/03)

Org.	Individual Submission	Accepted	Rejected	Group Submission	Accepted	Rejected	Supervisor Submission	Accepted	Rejected
0100	8	7	1						
0200	1		1						
0400	1	1							
0500									
0600	1	1		1	1				
2000									
5000	11	9	2	1	1		8	5	3
6000	7	4	3						
7000	18	9	9						
9000	1	1							
Other Center									
<b>Total</b>	48			2			8*	Grand Total = 58	

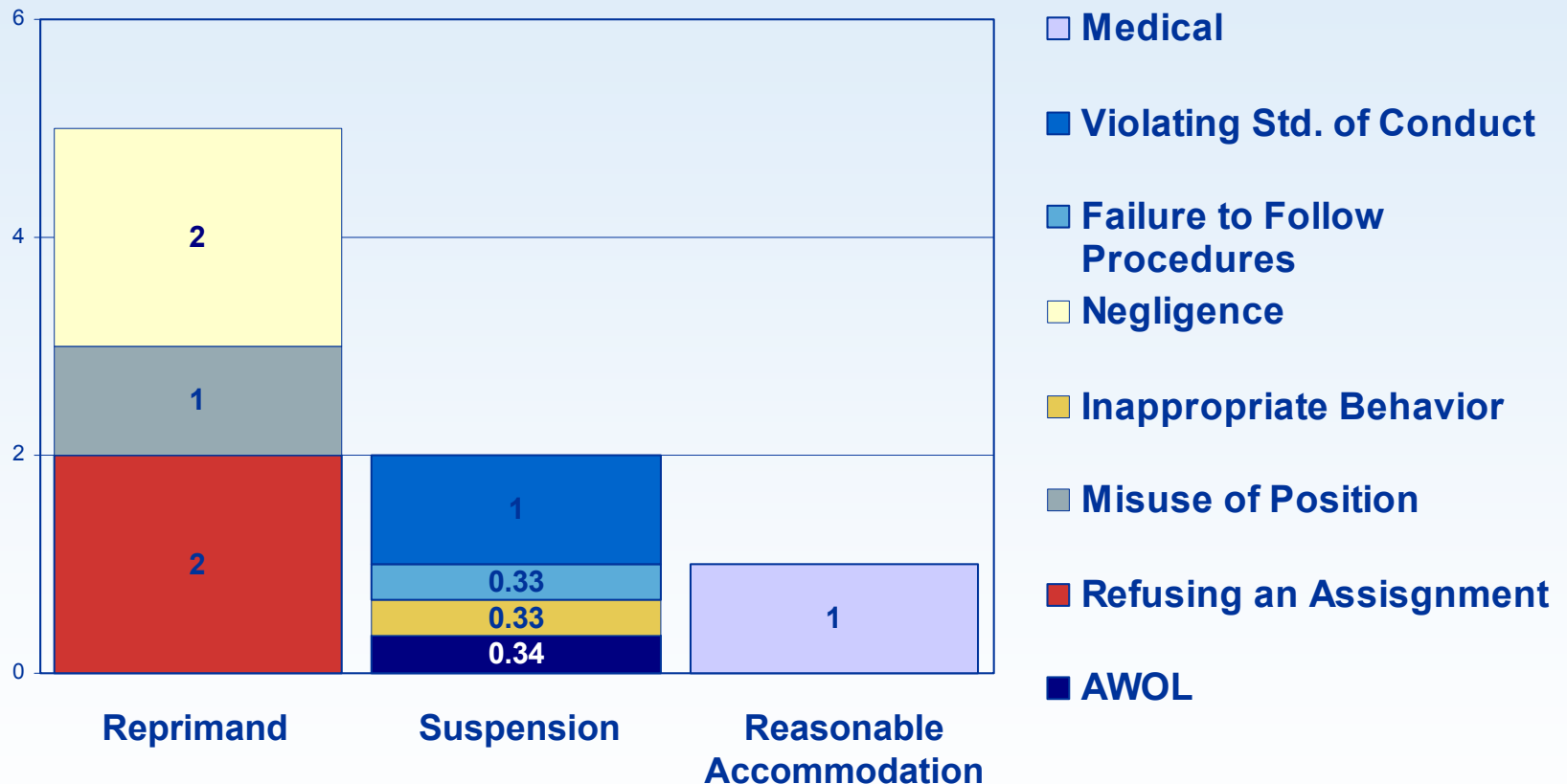
\* 7 of 8 submissions submitted by one supervisor

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# FY03 EMPLOYEE RELATIONS ACTIVITY by Issue (as of 06/30/03)



## EMPLOYEE RELATIONS ACTIVITY\* BY ORGANIZATION FY03 (as of 06/31/03)

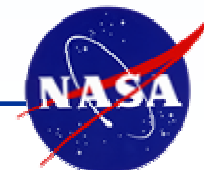
ORG.	TOTAL	WHITE		AFRICAN-AMERICAN		ASIAN		HISPANIC		AMERICAN INDIAN	
		Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
0100											
0200											
0400	5 (5)	3		2							
0600											
2000											
5000	1	1									
6000											
7000	1				1						
8000	1				1						
9000											
Total	8 (8)	4 (4)		2 (2)	2						
%		50%		25%	25%						

( ) # Individuals Involved

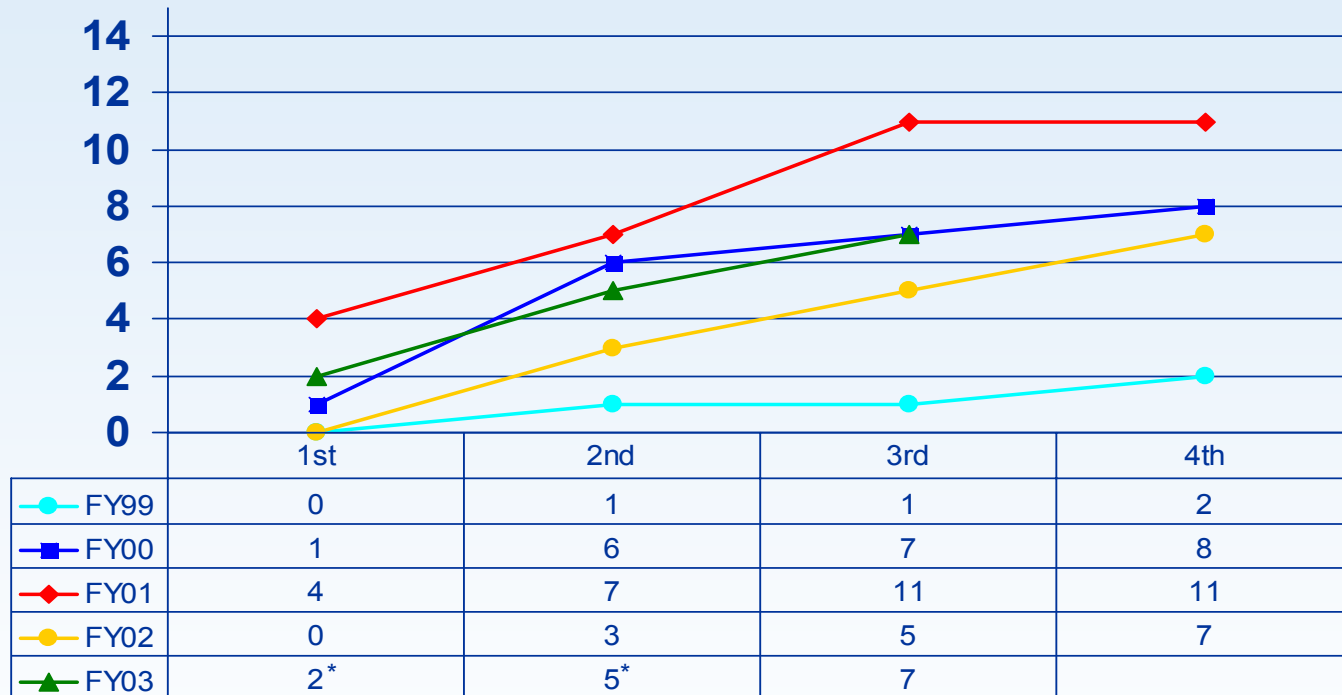
\* Includes disciplinary/adverse actions, as well as other actions; i.e., reasonable accommodation, last chance agreements, etc.

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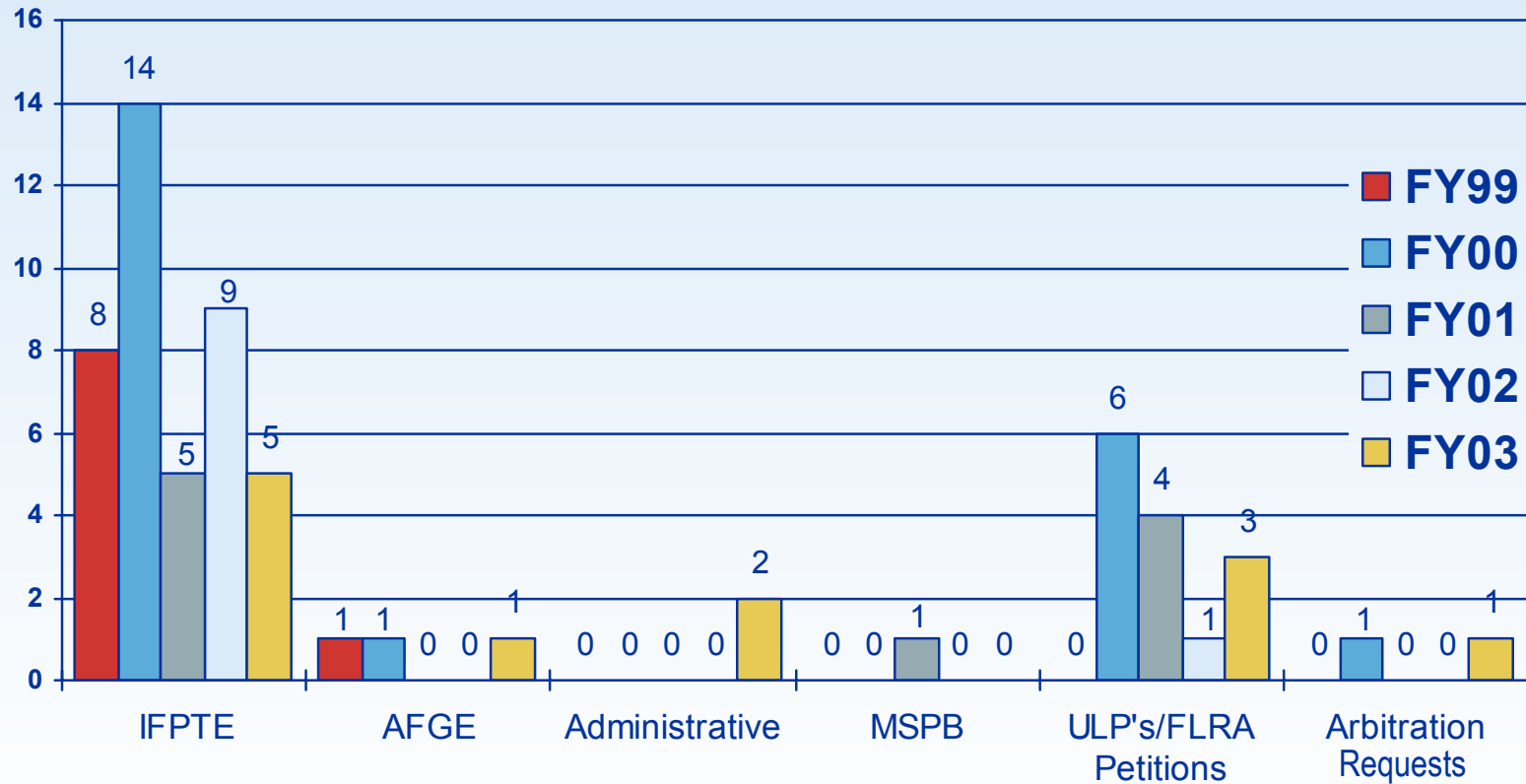


## DISCIPLINARY/ADVERSE ACTIONS FY99-03 (as of 06/30/03)



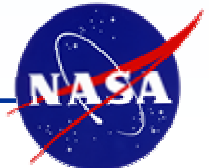
\* 2 disciplinary actions were rescinded as a result of a grievance settlement

# APPEAL/GRIEVANCE ACTIVITY FY99-03 (as of 06/30/03)



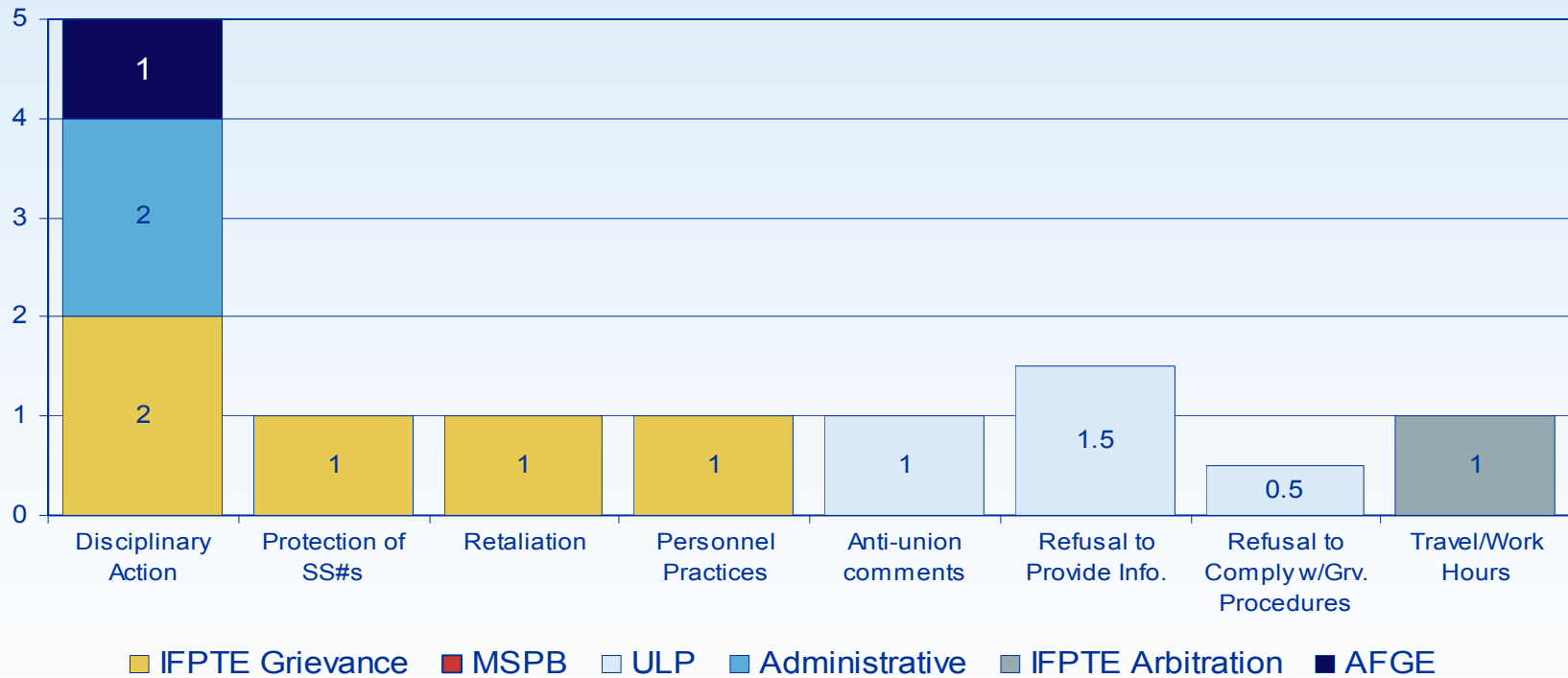
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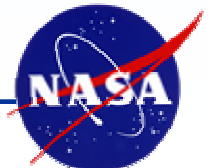


## FY03 APPEAL/GRIEVANCE ACTIVITY BY ISSUE (as of 06/30/03)



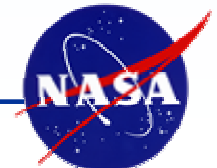
# FY03 Staff Office Training Budget Status as of June 30, 2003

	0100	0120	0140	0170	0180	0200	0400	0600
<b>Allocated</b>	\$4,364	\$2,164	\$7,596	\$5,500	\$7,735	\$10,667	\$15,243	\$22,486
<b>Committed</b>	\$8,693	\$2,170	\$6,965	\$1,279	\$2,218	\$4,860	\$11,717	\$9,189
<b>% Committed</b>	199%	100%	92%	23%	29%	46%	77%	41%



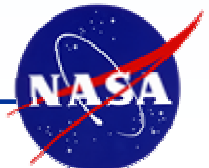
# FY03 Directorate Office Training Budget Status as of June 30, 2003

	2000	5000	6000	7000	8000	9000
<b>Allocated</b>	\$64,060	\$280,976	\$112,945	\$289,075	\$50,000	\$39,465
<b>Committed</b>	\$48,224	\$225,510	\$58,635	\$208,112	\$45,053	\$21,691
<b>% Committed</b>	75%	80%	52%	72%	90%	55%



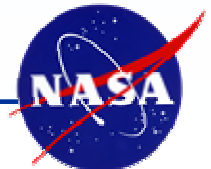
# FY03 Overall Training Budget Status as of June 30, 2003

	Directorate Suballocation Total	OD&TO Managed - S&E Programs	OD&TO Managed - Other Programs	Expert Center IT Security Managed Total	Centerwide Total
<b>Allocated</b>	\$912,276	\$1,005,591	\$1,982,482	\$867,500	\$4,767,849
<b>Committed</b>	\$654,316	\$604,913	\$1,201,597	\$574,585	\$3,035,441
<b>% Committed</b>	72%	60%	61%	66%	64%



# Training Applications

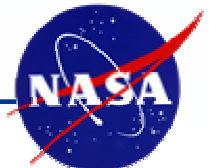
- All training applications for training commencing through the remainder of the fiscal year must be submitted to OD&TO by August 15, 2003.
- Any remaining unused sub-allocations will be returned to the OD&TO Centerwide budget for reallocation.
- Training applications for training commencing after September 30th may be submitted but will be held in the OD&TO until forward funding is authorized by RAMO.



# Development Program Opportunities

## NASA and GRC Development Programs

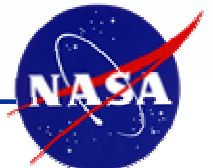
- NASA Leadership Development Program (GS-13 – 15)
  - Redesigned PDP, first announced as NEPP
  - Centerwide and DLT Briefings planned 7/18 & 7/21 respectively
- NASA Fellowship Program (GS-13 – SES)
  - Includes Program/Project Management Development Process – Accelerated Leadership Option (GS-13 – 15)
- GRC Development Programs (GS-7 – SES)
- Nominations due to ODT on August 7



# Development Program Opportunities

## NASA and GRC Development Programs (con't)

- Federal Executive Institute (GS-15 – SES)
- Nominations for FEI due to ODT by July 15



## Training Program Course Offerings & Evaluation Metrics as of June 30, 2003

	APR	MAY	JUN	YTD
Number of On-site Course Offerings	19	25	15	129
* Overall Rating of Courses	4.61	4.47	4.35	4.48
* Services of the Training Office	4.39	4.48	4.52	4.44
** Value of training in supporting your ability to achieve NASA's strategic goals	7.60	7.64	7.30	7.56

\* Scale 1- 5 (1=Poor, 5=Excellent)

\*\* Scale 1- 9 (1=Lowest, 9=Highest) is HQ Code FT Metric

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Office of Human Resources and Workforce Planning at Lewis Field

